

Midland Area Agency on Aging Site Manager

The Site Manager is responsible for the overall management and supervision of the daily operation of a Senior Center. The Site Manager reports directly to Midland Area Agency on Aging (MAAA)

The site manager will be responsible for:

- Understanding of Older Americans Act regulations and procedures in regard to senior program planning, development, implementation, evaluation, administration and seeks out changes in programs.
- Identifying the needs of older adults and helps identify agency and community resources available to assist them.
- Food purchasing, control, preparation, nutrition program procedures, policies and general knowledge of serv-safe.
- Principles and practices of effective employee supervision and personnel administration.
- Basic budgeting principles, agency and OAA reporting requirements.

Essential Duties

- Plan, organize and coordinate community based programming for a senior citizen population
- Maintain effective working relationship with the Center Personnel, Midland Area Agency on Aging staff and board members, and the general public
- Coordinate and maintain related records and statistics of all activities and programs
- Develop and administer the annual budget for activities and programs
- Develop and coordinate fundraising activities to sustain, support and build Senior Center activities
- Develop, coordinate and supervise volunteers to assist with programming and activities
- Provide administrative support for all Senior Center programs
- Attend monthly meetings that will provide updates on programs and budget regulations/changes Senior Center Board of Directors
- Maintain scheduled office hours as approved by Midland Area Agency on Aging
- Prepare monthly reports
- Maintain and publish a schedule of all activities and other materials including brochures, calendars, letters, posters, news releases, fliers and related communications regarding senior adult programs
- Act as an advocate for senior citizens by providing information, referrals, resources and assistance on benefits and services available to them in the community
- Maintain effective and efficient use of budgeted funds, personnel, materials, facilities and time

Qualifications:

- High school or GED equivalent. Experience working with elderly in community setting and/or residential settings.
- Considerable oral and written communication skills.
- Proficient in Microsoft environment, notably Word, Excel and Outlook.
- Ability to lift 30 pounds
- Cultural competence. Must value the differences and integration of cultural attitudes, beliefs, and practices into programming.
- Must have networking abilities. Ability to establish community partnerships and knowledge of resources.

- The candidate must have high levels of personal characteristics including, but not limited to the following: enthusiasm, competency, empathy, and warmth.
- The candidate must be flexible, with a high degree of motivation, exercise good judgment, and be able to work independently.
- Must have a valid Nebraska Driver's License and pass a background check.